

Send a message to



lowans
in need

Your donations say **"I care"**



2017 CAMPAIGN
September 1-30, 2016

AGENDA



- **Program Basics**
- **Liaison Responsibilities
(Campaign Promotion)**
- **Data Entry Dates for Pledge
forms**

BASICS

Purpose

One Gift gives State of Iowa employees an opportunity to contribute to participating charitable agencies through payroll deduction.

Donations made through the One Gift Program help fellow Iowans.



One Gift Agencies Help:

- Children
- Teenagers
- Scholars
- The elderly
- The disabled
- Veterans
- The homeless
- Victims of domestic abuse
- Those with serious illness
- Those needing hospice care
- The LGBT community
- The environment
- Animals

BASICS

Reminders



Reminders of activities that are not allowed:

- Charitable agencies cannot directly solicit State employees.
- The State cannot promote a specific agency; instead, the State must promote the entire One Gift Program.

BASICS

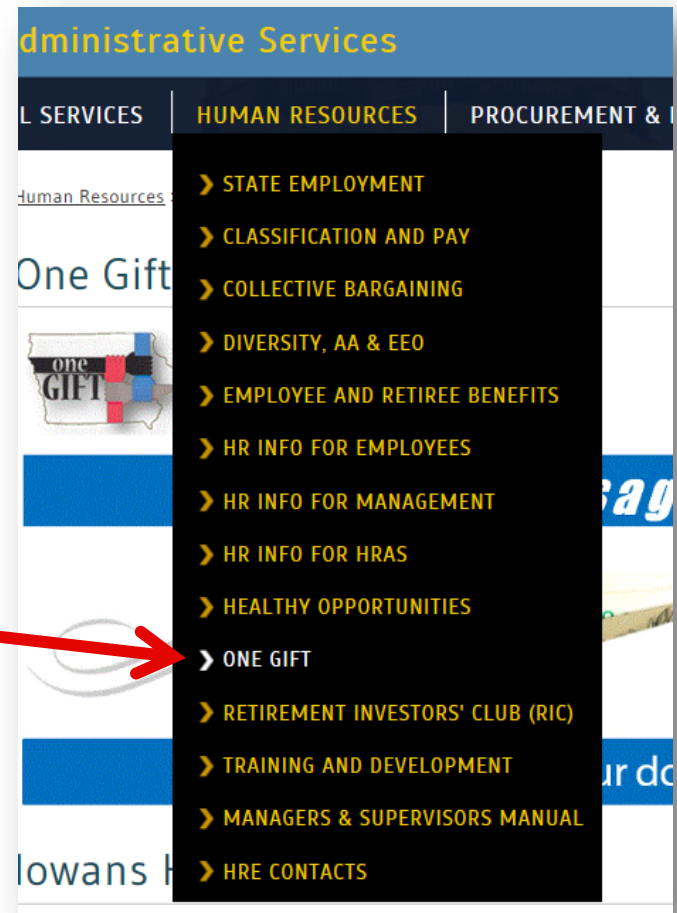
Website



Website: onegift.iowa.gov

Access from DAS website:
<https://das.iowa.gov>

- Human Resources tab
- One Gift link



BASICS

Statistics



Previous 6 campaigns pledge information

Campaign Year	Amount Pledged	# of Employees Participating	Total Number of State Employees	% of Employee Participation
2011	\$389,323.86	1,565	20,958	7.47%
2012	\$381,977.84	1,448	20,820	6.95%
2013	\$366,301.84	1,312	20,517	6.39%
2014	\$291,846.15	1,028	20,148	5.10%
2015	\$263,087.65	909	19,979	4.55%
2016	\$220,293.19	733	19,540	3.75%

BASICS

Statistics



2016 Campaign

Departments with **greatest pledge amounts:**

Department	Pledged Amount	# of Staff during Campaign	# of Contributors	% of Staff
Human Services	\$34,137.10	4,456	74	1.66%
Transportation	\$23,717.00	2,665	78	2.93%
Inspections and Appeals	\$11,749.00	528	44	8.33%

BASICS

Statistics



2016 Campaign

Departments with **highest level of employee participation:**

Department	Pledged Amount	# of Staff during Campaign	# of Contributors	% of Staff
Public Employment Relations Board	\$1,905.58	9	8	88.89%
Treasurer of State	\$3,125.00	25	16	64%
Civil Rights Commission	\$782.08	26	4	15.38%


LIAISONS

Responsibilities



Promote the 2017 One Gift Campaign in your department.



 STATE OF IOWA
2017 ONE GIFT PLEDGE FORM
100% of all donations go directly to the charitable agencies of your choice.

EMPLOYEE INFORMATION

Last Name _____ First Name _____ Middle Initial _____

Agency/Department/Commission _____

Please indicate payroll deduction schedule:

☐ All out of the first paycheck of each month (12 deductions/year)
☐ All out of the second paycheck of each month (12 deductions/year)
☐ Equally out of the first and second paychecks each month (24 deductions/year)
☐ Equally out of all paychecks each month (26 deductions/year)
☐ One-time payroll deduction out of the first paycheck in 2017

Please indicate pledge amount:

Total pledge amount for 2017
(No cash or checks accepted)

Payroll deduction amount
(2017 total pledge amount divided by deduction frequency elected above)
Minimum deduction is \$1.00 per paycheck, as required by state statute.

ONE GIFT AGENCY
No goods or services are provided by any agency in return for contributions made to it by payroll deduction.
If you do not wish to designate which charity receives your contribution, use Agency No. 9999. Money will be distributed to the charities in the same ratio as designated gifts. You may designate up to three of the organizations listed in the One Gift website. To designate contributions to one or more charities, fill in the agency number(s) and the dollar amount(s) below:

- \$ Annual Amount Agency Number - \$ Annual Amount Agency Number - \$ Annual Amount

Collect pledge forms from your employees (or direct them to turn them in to their Human Resource Associate.

LIAISONS

Responsibilities



Promotion ideas

If you have ideas or past successes promoting the One Gift program in your department, please send them to cassandra.arreola@iowa.gov so she can share them with other liaisons.



LIAISONS

Responsibilities



Promotion ideas

- Ask your Director to send agency staff an email supporting the campaign. (Lt. Governor's letter of support available)
- Campaign poster- Email/post
- Campaign flyer- Email/post
- Staff Meetings- Inform and encourage pledges




LIAISONS


Responsibilities



Promotion ideas

- Personalize by filling in the employee name
- Forward to employees via an email merge



 STATE OF IOWA
2017 ONE GIFT PLEDGE FORM

100% of all donations go directly to the charitable agencies of your choice.

EMPLOYEE INFORMATION

Smith	Jo	N.
Last Name	First Name	Middle Initial

DAS

Agency/Department/Commission

Please indicate payroll deduction schedule:

☐ All out of the first paycheck of each month (12 deductions/year)

DATA ENTRY DATES



Check Payday	Beginning	Ending
1 = 1st Paycheck Only	12-16-2016	12-01-2017
2 = 2nd Paycheck Only	12-16-2016	12-01-2017
3 = 1st and 2nd Paychecks (24 pay periods)	12-16-2016	12-01-2017
4 = All 26 Paychecks	12-16-2016	12-01-2017
5 = One-Time Deduction	12-16-2016	12-16-2016

*Pledges may be entered at any time during the 2017 One Gift Campaign in September until December 1st, 2016.
(There is no need to hold pledges until December.)*



Thanks so much
for all you do to
help make the One
Gift program a
success!

PROGRAM COORDINATOR

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